# Appendix E

## Comprehensive Articulation Agreement Transfer Credit Appeal Procedure

University of North Carolina/North Carolina Community College System

**Guiding Principle**: If a student from a North Carolina Community College System (NCCCS) college believes the terms of the Comprehensive Articulation Agreement (CAA) have not been honored by a University of North Carolina (UNC) institution to which the student has been admitted, the student may invoke the CAA Transfer Credit Appeal Procedure.

**Steps in Filing an Appeal**

**Step #1:**

- **By the last day of classes of the first semester for which admission is offered**, the student must submit a CAA Transfer Credit Appeal Form along with any supporting documentation to the director of admission at the UNC campus to which the student has been admitted. Students first enrolling at the senior institution in a summer session must submit their appeal by the end of the subsequent fall semester.

- **The student must specify on the appeal form the specific CAA language that is in contention. Appeals that lack this information will not be considered.**

- The Director of Admission will review the appeal and respond in writing (email or letter) to the student within 15 business days.

**Step #2:**

- If the student is not satisfied with the decision of the Director of Admission, he/she may appeal on the same form to the **Chief Academic Officer (Provost)** of the University within 15 days of written notice of the director's decision.

- The Provost will review the appeal and respond in writing (email or letter) to the student within 15 business days of receiving the student's appeal.

**Step #3**

- If the student is not satisfied with the decision of the Provost, he/she may appeal to the Transfer Advisory Committee (TAC) subcommittee, composed of the Co-chairs, a representative from the UNC General Administration, and a representative from the NCCCS. The student must submit the appeal to the subcommittee within 15 days of the receipt of the Provost's decision. The appeal to the TAC subcommittee should be sent to: **UNC-GA Transfer Advisory Committee Member**
  **CAA Appeal, PO Box 2688, Chapel Hill, NC 27515**

If a consensus is reached by the subcommittee, the student will be notified within 15 business days; if a consensus resolution is not reached, the appeal will be forwarded by the subcommittee to the full TAC within 10 business days. The TAC will review the appeal and notify the student of the final decision within 10 business days of receiving the appeal.

# Comprehensive Articulation Agreement

## Transfer Credit Appeal Procedure

University of North Carolina/North Carolina Community College System

**Section 1: Student Information** (*to be completed by the student submitting the form*)

- The completed form and any supporting documentation **must be submitted to the UNC institution's Director of Admission by the last day of classes of the first semester for which admission is offered.**

- You must specify the nature of the appeal and cite the specific CAA language that is in contention. Appeals that do not include this information cannot be considered.

Last Name: _____ First: _____ MI: _____
*(Please print or type)*

Address: _____
*(Number and Street)* *(City)* *(State)* *(Zip)*

Telephone: _____ Email: _____
*(Area code/Number)*

Last NC Community College Attended: _____

UNC institution offering admission: _____ beginning (semester/yr) _____

**Section 2: Basis for your appeal**

- State your concern(s), citing specific language in the CAA that is applicable to your contention. Attach supporting documents.

- The CAA may be found at the North Carolina Community Colleges System website: http://www.nccommunitycolleges.edu/academic-programs/college-transferarticulation-agreements.

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Student Signature: _____ Date: _____